ALLAMA IQBAL OPEN UNIVERSITY
(Examinations Department)

SUBJECT: APPLICATION FOR CHANGE OF EXAMINATION CENTRE
(Before filling this form read the instructions overleaf carefully)

Roll No.	**Registration No.**	
Name of Student		
Father's Name		
Name of Programme: _____	**Course Codes: 1.**_____ **2.**_____ **3.**_____ **4.**_____ **5.** _____ **6.** _____ **7.** _____ **8.** _____ **9.** _____ **10.** _____	
Reason for change of Examination Centre (alongwith documentary proof)	• **Transfer/Posting: (falls during semester)** • **Marriage/female only: (during the current Semester)**	
Centre to be changed	**Previous Centre**	**New Centre**

Declaration:

I_____**solemnly declare that all information given above is correct according to best of my knowledge. There is not ulterior motive for changing the examinations centre. In case of wrong information, the University can initiate proceedings against the applicant under the AIOU Examinations Rules (at any stage).**

Signature: _____
Full Name: _____
New Address: _____
_____
_____

Mob. No. _____
NIC No. _____
Dated: _____

Please send application to
Deputy Controller of Exams (Results)
Department of Exams, Block-3, AIOU,
Islamabad.

I N S T R U C T I O N S

- Change of Examination Centre is not allowed by AIOU, under normal conditions. However, in hardship cases change of Examinations Centre is allowed subject to:

  (a) Production of valid documentary proof - Nikah Nama, Transfer/posting letter with recent Photograph, copy of NIC attested by Gazetted Officer. Only change if occurred after taking admission will be acceptable.

  (b) The candidate or his/her father changes the place of business or shifts to another station within **three months before commencement of final examination, a certificate from Gazetted** Officer **is required to be attached.**

- Change of Examination Centre will only be allowed where **Question Paper** of that particular programme/course is available. No special arrangement will be made.

- **Prescribed Fee (i.e. Rs. 600/-) for change of Examination Centre be deposited after seeking permission from the authorized officer**. Deposit of fee before seeking prior permission does not confer any right for change of Examination Centre. Fee once paid by the student will not be refunded in any case.

- Request for change of Examination Centre (alongwith required documents/fee) be submitted at least **15 days prior to start of Examinations**.

- University reserves the right to approve/reject any application for change of Examination Centre without assigning any reason.

- **No. request for change of centre will be considered other than reason mentioned at: (a) and (b) above.**

- Change of centre will be allowed once **throughout the completion of a particular programme** and subsequent request will not be considered in any **next examinations**.

DOCUMENTS TO BE ATTACHED

- Attested copy of proof any one of the following grounds, the change of Examinations Center is required:
  - Posting/transfer letter
  - Appointment letter
  - Nikah Nama (having dates within that particular semester)
  - Certificate from a Gazetted Officer (in case of change of place)
- Attested copy of **NIC and One photograph** (attested from back side)
- **Fee of Rs.600/- paid on bank challan** (in favour of Treasurer, AIOU)